

**BOARD OF SELECTMEN MEETING**  
**MONDAY, APRIL 25, 2016**  
**5:00PM AT TOWN OFFICE BUILDING**  
**240 SPRINGFIELD STREET, WILBRAHAM, MA**  
**MINUTES**

**PRESENT:** Chairman Robert J. Boilard (presiding); Selectmen Susan C. Bunnell and Robert W. Russell; Town Administrator Nick Breault and Candace Ouillette Gaumond, Administrative Assistant to the TA/BOS.

**EXECUTIVE SESSION**

The Board of Selectmen will meet in Executive Session, under M.G.L. c. 30A, § 21(a)(1) to discuss an employee's disability claims and issues related thereto.; Per MGL c. 30A §21 (a) (3): To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the Board of Selectmen, and the Chair so declares, relative to a pending matter at the Massachusetts Commission Against Discrimination, and To Discuss Strategy with Respect to Non-Union Negotiations.

Chairman Boilard announced that the Board of Selectmen was going into Executive Session for the following reasons: under M.G.L. c. 30A, § 21(a)(1) to discuss an employee's disability claims and issues related thereto; per M.G.L. c. 30A §21 (a) (3): to discuss strategy with respect to litigation, relative to a pending matter at the Massachusetts Commission Against Discrimination, and to discuss strategy with respect to non-union negotiations. He also declared that the Board was entering into Executive Session because discussion in open session may have a detrimental effect on the Board of Selectmen and the Town's position, especially with respect to litigation. Chairman Boilard informed that upon conclusion of the Executive Session, the Board would return to General Session to address matters on the Board's meeting agenda.

**MOTION:** Made (Bunnell) and seconded (Russell) to go into executive session, under M.G.L. c. 30A, § 21(a)(1) to discuss an employee's disability claims and issues related thereto.; Per MGL c. 30A §21 (a) (3): To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the Board of Selectmen, and the Chair so declares, relative to a pending matter at the Massachusetts Commission Against Discrimination, and to discuss strategy with respect to non-union negotiations; and upon conclusion return to general session. Approved by each Selectman voting affirmatively in a roll call vote; (Boilard, yes; Bunnell, yes, and Russell, yes.) Approved 3-0.

**PLEDGE OF ALLEGIANCE**

The Board of Selectmen returned from Executive Session at 7:07pm. Chairman Boilard apologized for the late start; and announced, in accordance with Mass. General Law Chapter 30(A), section 20(e), that the Selectmen's meeting was being recorded by Wilbraham Public Access. He then asked if there was anyone present in the audience, who was also recording the meeting tonight. No one indicated that they were recording the meeting tonight. Chairman Boilard asked that the minutes reflect as such.

**APPOINTMENTS WITH THE BOARD**

Public Hearing Relative to Street Layouts for Acceptance as Public Ways

John Pearsall, Planning Director, and Jeff Smith, Chairman of Planning Board, were present for the public hearing. Also, present was Anthony Carevale and Attorney Brian Fitzgerald. Chairman Boilard opened the public hearing. Director Pearsall explained that the two subdivision roads, which are currently private ways and, constructed to the Town's standards. He also mentioned that the Engineer Department went out and reviewed the road. The roads were deemed acceptable. Director Pearsall further explained that in order for the Town to act and consider the acceptance of these private ways as public ways at Town Meeting, it requires the Board of Selectmen's approval. Director Pearsall said the two streets for consideration are Daniele Road and Nicola Way.

Chairman Boilard announced that this is a public hearing. For that reason, he asked if there were any questions from residents in the audience. No one offered a question or accepted an opportunity to speak. Chairman Boilard asked if the Selectmen have any questions. Selectman Bunnell asked if all the relevant plans were on file with the Planning Department for review. Director Pearsall stated yes.

**MOTION:** Made (Bunnell) and seconded (Russell) to approve the layout as a Public Way Daniele Drive (Extension) from the presently accepted portion beginning approximately 643 linear feet southerly from Tinkham Road up to and including the original cul-de-sac (where the original circular road termination has been eliminated and redesigned as a linear extension of the original road,) and extending approximately 161 linear feet southerly to and including the new successor cul-de-sac, as shown on a definitive subdivision plan entitled "Daniele Drive Extension", (Plan P-1; sheet 2 of 10), prepared by R. Levesque Associates, Inc. and Paul S. Smith Land Surveying, dated December 31, 2013, revised through March 26, 2014, and r3corded in the Hampden County Registry of Deeds in Book of Plans 369, Page 99. Approved 3-0.

**MOTION:** Made (Bunnell) and seconded (Russell) to approve the layout as a Public Way Nicola Way from the intersection with Manchonis Road and extending approximately 294 linear feet southerly to the intersection with Washington Road as shown on plan, entitled "Washington Heights Definitive Subdivision Proposed Lot Layout" (Sheet 2 of 11), prepared by Ecotec Environmental Associates, Inc., dated September 2008, revised through June 4, 2012, and recorded in the Hampden County Registry of Deeds in Book of Plans 363, Page 69. Approved 3-0.

*Materials Referenced: Layout-Daniele Drive Vote; Layout-Nicola Way Vote; Letter, dated April 12, 2016, to Residents, regarding the Acceptance of Daniele Drive and Nicola Way, sent by J. Pearsall, Director of Planning and Community Development; Legal Notice: Public Hearing Relative to the Acceptance of Daniele Drive and Nicola Way as Public Ways, posted April 11, 2016, and accompanying documents.*

~~Request to Place a Memorial Bench at Gazebo Park—Nicolette Barcomb~~

~~Consideration of deferring Hampden-Wilbraham Regional School District's payment to the Town of Wilbraham~~

## **OPEN SESSION**

### Town Administrator's Report

Town Administrator Breault announced that the Annual Town Meeting Warrant Booklet will be delivered to residents this week as an insert in the Wilbraham-Hampden Times. Town Administrator Breault thanked everyone who helped with the project. He praised the process.

He informed the Selectmen that participants, who play a role in the proceeding of Town Meeting, will be at the May 9, 2016 Selectmen's meeting to review the Warrant and prepare for Town Meeting.

Town Administrator Breault announced that there will be a Skywarn event held on May 11, 2016, from 7:00pm to 9:30pm at the Wilbraham Fire Department. The Skywarn event will instruct how to spot various weather conditions, particularly dangerous weather. He stated that it's a free event; however, there is pre-registration required. He instructed how people can register for the event. Town Administrator Breault informed that the event is limited to the first fifty people who register.

### Board of Selectmen Updates

Selectman Russell shared that he and Selectman Bunnell recently attended the groundbreaking ceremony for the new Police Station site earlier today. He said the Police Station Project is on schedule and budget.

### Citizens Open Forum

Chairman Boilard opened the meeting segment of Citizens Open Forum; and asked if anyone would like to speak. No one offered to speak.

## **OLD BUSINESS**

### Petition for Keno to Go at Main Street Mart

Chairman Boilard said that the Town is still waiting for clarification from the Massachusetts Lottery Commission. The Town has yet to receive a communication from the Commission. For this reason, Chairman Boilard recommended that the Board of Selectmen take no action on this matter at this time. The matter was tabled.

*Materials Referenced: Petition for Keno to Go at Main Street Mart, received March 3, 2016.*

### Approval of Hiring Policy

Town Administrator Breault requested that the matter be tabled at this time. The Selectmen agreed. The matter was tabled for a later meeting date.

*Materials Referenced: Draft of Amended Hiring Policy as submitted by H. Dane, Human Resource Coordinator.*

### Appointment of Alternate Electrical Inspector

Chairman Boilard asked if the Electrical Inspector needed back up. Town Administrator Breault said yes. Chairman Boilard asked if there were any questions. No questions were offered.

**MOTION: Made (Bunnell) and seconded (Russell) to appoint Edward Poulin as the Alternate Electrical Inspector with a term of April 25, 2016 until June 30, 2017, contingent on a CORI and confirmation of appropriate credentials. Approved 3-0.**

*Materials Referenced: Resume of E. Poulin as submitted.*

## **NEW BUSINESS**

### Sewer Abatements

Chairman Boilard asked if there were any questions. No questions were offered.

**MOTION: Made (Bunnell) and seconded (Russell) to approve a Sewer Abatements totaling \$3,495.30 as listed in a memo, dated April 25, 2016, from E. Miga, Director of DPW/Town Engineer. Approved 3-0.**

*Materials Referenced: Memo, dated April 25, 2016, from E. Miga, Director of DPW/Town Engineer, regarding Sewer Abatements.*

#### Award RFPs to YMCA of Greater Springfield

- Senior Center Office Space Lease
- Parks and Recreation Department Office Space Lease

Chairman Boilard announced that the Request For Proposals (RFP) for Senior Center and the Parks and Recreation Department Office Space Leases were received. He then asked if there were any questions. Selectman Bunnell asked if the bids were being awarded to a Springfield or Wilbraham location. Town Administrator Breault and Chairman Boilard responded that the location was in Wilbraham.

**MOTION: Made (Bunnell) and seconded (Russell) to Award the Bids for the Leases of Office Spaces for the Senior Center and Parks and Recreation Department to YMCA of Greater Springfield, of 275 Chestnut Street, Springfield, Massachusetts, in the combined monthly bid amounts of \$7,868. Approved 3-0.**

*Materials Referenced: Wilbraham Senior Center Lease Evaluation Sheet s (3) as submitted by N. Breault, Town Administrator; P. Dubord, Director of Elder Affairs, and C. O. Gaumond, Administrative Assistant to the Town Administrator and Board of Selectmen; Bid Proposal for the Lease of Office Space at the Senior Center, dated March 25, 2016, submitted by YMCA of Greater Springfield; Wilbraham Parks and Recreation Department Evaluation Sheet s (3) as submitted by N. Breault, Town Administrator; B. Litz, Director of Parks and Recreation Department, and C. O. Gaumond, Administrative Assistant to the Town Administrator and Board of Selectmen; Bid Proposal for the Lease of Office Space at the Wilbraham Parks and Recreation Department, dated March 25, 2016, submitted by YMCA of Greater Springfield;*

#### Chapter 41 Section 111F: Injury On Duty

Chairman Boilard asked if there were any questions. No questions were offered.

**MOTION: Made (Bunnell) and seconded (Russell) to indemnify Private Mathew Walch according to MGL Chapter 41 Section 111F for 144 hours lost from March 17 to April 18, 2016, due to his injury on duty of August 5, 2015. Approved 3-0.**

*Materials Referenced: Memo, dated April 25, 2016, submitted by H. Dane, Human Resource Coordinator, regarding Chapter 41 Section 111F: Injury on Duty.*

#### Consideration of deferring Hampden-Wilbraham Regional School District's payment to the Town of Wilbraham

Chairman Boilard provided background regarding the Town's overpaid school assessment fees. He stated that the Hampden-Wilbraham Regional School District owes the Town \$50,000. \$5,000 of that debt will be paid this fiscal year. It will also serve as a placeholder in the budget relative to remaining balance owed. Chairman Boilard asked if the Selectmen were comfortable to move ahead with this item. The Selectmen agreed.

**MOTIONS: Made (Bunnell) and seconded (Russell) to approve the Hampden-Wilbraham Regional School District's request to defer for one year the payment of \$45,000 owed to the Town of Wilbraham by the Hampden-Wilbraham Regional School District. Approved 3-0.**

*Materials Referenced: Letter of Request, dated April 15, 2016, from M. Martin O'Shea, Superintendent of Schools, relative to Hampden-Wilbraham Regional School District's deferral of payment request.*

#### **LICENSING AND OTHER APPROVALS**

##### Children's Museum's Town-wide Tag Sale

- Application to Request Use of Public Property
- Application to Request a Banner or Sign

Lisa Chapline, Secretary of the Wilbraham Children's Museum Board of Directors, reported that the Town-wide Tag Sale, organized by the Children's Museum last year, was very successful. The Children's Museum raised \$150,000. Ms. Chapline expressed her happiness over how smoothly the event went. According to Ms. Chapline, the Wilbraham Children's Museum would like to continue organizing this event annually. She stated that the Town-Wide Tag Sale is a good fit for the Children's Museum and a great service to the Town. It was mentioned that the Town and Children's Museum received a lot of calls inquiring about when the next Town-wide Tag Sale would be held.

Ms. Chapline explained that residents can participate in the Town-wide Tag Sale by registering and paying a nominal fee as follows:

- Single residence - \$20 fee;
- Group of neighboring residences - \$25; and
- Business - \$40

She further instructed that registration can be done online at the Wilbraham Children's Museum website or in person at the Museum. Members of the Children's Museum will conduct their tag sales on the property of the Museum. Maps of the Town-wide Tag Sale locations can be purchased at the Children's Museum and, (if the Selectmen are agreeable,) Town Hall parking lot the day of the Town-wide Tag Sale.

Ms. Chapline mentioned that she will be contacting the Police and Fire Department to inquire about participating in the event. She noted that the Police Department was great last year. The Fire Department was also fantastic. She relayed that the Fire Department came to the Museum with a fire truck for the kids to view and handed out fire hats to the kids. Overall, it was a nice community event.

Ms. Chapline indicated that the Wilbraham Children's Museum would like to set a goal to raise funds from this year's Town-wide Tag Sale to be used to try and diversify the Museum's playground by creating opportunities for handicap or autistic children. She explained that the Museum would like to incorporate the playground with the accessibility changes being made within the building.

Ms. Chapline mentioned that the Museum only had a few signs posted advertising the Town-wide Tag Sale last year. She is requesting that the Museum be granted permission to put up more signs up this year. She mentioned that the signs will be larger, (poster-size,) than last year's signs. Chairman Boilard asked if there were any questions or discussion. No questions or discussions were offered.

**MOTION: Made (Bunnell) and seconded (Russell) to grant permission to the Wilbraham Children's Museum for use of public ways and sidewalks for a Town-wide Tag Sale event on May 21, 2016 from 8:00am to 2:00pm at 678 Main Street, 240 Springfield Street parking lot and various locations throughout Town; and that the event notice be forwarded to public safety officials for review. Approved 3-0.**

**MOTION: Made (Bunnell) and seconded (Russell) to approve the placement of signs at the following locations: Bruuer Pond, Town Office Building, Hoover Park (Springfield Street/Faculty Street), and the Disposal Recycling Center, to be installed on May 1, 2016, and removed by May 21, 2016, after the Wilbraham Children Museum's Town-wide Tag Sale has concluded. Approved 3-0.**

*Materials Referenced: Request for Use of Public Property, dated April 20, 2016, as submitted by L. Chapline, Wilbraham Children's Museum; and Request to Place Banners or Signs, dated April 20, 2016, as submitted by L. Chapline, Wilbraham Children's Museum.*

Request for Use of Public Property for Special Events

- 2<sup>nd</sup> Annual Cup to Pint Fun Run – Village Store & Café

Chairman Boilard asked if there were any questions. None were offered. Chairman Boilard mentioned that the race included roads and wood trails. Selectman Bunnell said that the race will start at the Village Store and Café and conclude at the Daily Pint.

**MOTION: Made (Bunnell) and seconded (Russell) to grant permission to the Village Store and Cafe for the use of public ways and sidewalks, along the 2<sup>nd</sup> Annual Cup to Pint Fun Run race route, scheduled June 11, 2016, from 2:30pm to 5:00pm; and forward event information to public safety officials for a public safety review. Approved 3-0.**

*Materials Referenced: Request for Use of Public Property, dated April 14, 2016, as submitted by M. Cambo, Village Store and Café, and accompanying event flyer.*

- Filming at Spec Pond - Walting Entertainment

Layla O'Shea, representing Walting Entertainment, informed the Selectmen that Walting Entertainment will be filming a scene from a movie, titled, *Just Say Goodbye*, which is staged at a lake. For this reason, Walting Entertainment is requesting permission to film this particular scene at Spec Pond. Selectman Bunnell asked how far the group was in the filming process. Ms. O'Shea explained that all of the actors and actress have been casted. The first reading is scheduled and coming up soon. She also explained how the group received a grant to help fund the filming of this movie. Selectman Russell asked where the movie will be screened. Ms. O'Shea stated that the movie will take up to ten months to a year to complete. At that time, there will be a determination made as to where the movie will be screened. She also informed that the movie will be submitted to one of the film festivals. Ms. O'Shea explained what the movie was about and emphasized how this was an important film. Chairman Boilard said that the topic will resonate with the youth.

**MOTION: Made (Bunnell) and seconded (Russell) to grant permission to Walting Entertainment for the use of Spec Pond for production of an independent, micro-budget, feature film, "Just Say Goodbye," from 7:00am to 12:00pm, on June 11, 2016; and forward event information to public safety officials for a public safety review. Approved 3-0.**

*Materials Referenced: Request for Use of Public Property, dated April 17, 2016, as submitted by Walting Entertainment and accompanying documents.*

Application for A Section 14: Special Alcohol Service – Krazy Jake's

A motion was made.

**MOTION: Made (Bunnell) and seconded (Russell) to grant a Section 14: Special Alcohol License to Scott Stawas of Krazy Jake's for sale of wine and malt beverages at a private company picnic to be held on August 7, 2016, at the Spec Pond Pavilion, 2540 Boston Road, Wilbraham, from 12:00pm to 4:00pm. Approved 3-0.**

*Materials Referenced: Application for a Section 14: Special Alcohol Service, n. d., as submitted by S. Stawas, Krazy Jake's, and accompany documents.*

10<sup>th</sup> Annual "Plowing the Community Gardens" - Wilbraham Community Garden

- Application for Temporary Food Establishment Permit

Chairman Boilard announced the next agenda item. Selectman Bunnell said that there are three to four draft horses, who pull the plow at this event. She also mentioned that there will be hay rides provided. Selectman Bunnell praised the event. Administrative

Assistant Gaumond informed the Selectmen that there is a request that the license and permit fees be waived, whereas this is a Town sponsored event.

**MOTION: Made (Bunnell) and seconded (Russell) to grant a temporary food establishment permit to the Wilbraham Community Gardens for food preparation and service on April 30, 2016 at the Community Gardens, 700 Monson Road, from 10:00am to 2:00pm; and waive the permit fee. \_Approved 3-0.**

*Materials Referenced: Application for Temporary Food Establishment, n. d., as submitted by M. Graves, Wilbraham Community Gardens and related event flyer.*

- Application for a 1 Day Entertainment License

A motion was made.

**MOTION: Made (Bunnell) and seconded (Russell) to approve a one day Entertainment License to Wilbraham-Community Gardens to allow live music at the 10<sup>th</sup> Annual "Plowing the Community Garden" event scheduled for April 30, 2016, from 11:00am to 2:00pm, at the Wilbraham Community Garden, 700 Monson Road; and waive the license fee. Approved 3-0.**

*Materials Referenced: Application for Entertainment License (event), n. d., as submitted by M. Graves, Wilbraham Community Gardens and related event flyer.*

#### MINUTES OF MEETINGS

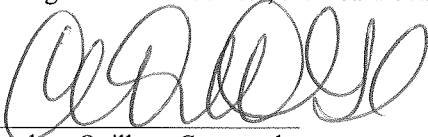
- October 13, 2015 executive
- November 5, 2015 executive
- December 7, 2015 executive
- February 29, 2016
- March 7, 2016
- March 21, 2016
- March 28, 2016
- March 29, 2016
- April 4, 2016
- April 4, 2016 executive
- April 8, 2016
- April 11, 2016
- April 11, 2016 executive

A motion was made.

**MOTION: Made (Bunnell) and seconded (Russell) to approve the minutes of March 29, 2016 as submitted. Approved 3-0.**


*Materials Referenced: Draft Minutes of March 29, 2016 as submitted by C. O. Gaumond, Administrative Assistant to the Town Administrator and Board of Selectmen.*

Having no further business, the Board of Selectmen adjourned at 7:39pm.

  
Candace Ouillette Gaumond  
Administrative Assistant to the TA/BOS

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Robert J. Boilard, Chairman

  
Susan C. Bunnell, Vice Chairman

  
Robert W. Russell, Clerk

